

Job Title: Annual Giving Officer (FT, Exempt)
Department: Development
Exemption: Exempt
Reports to: Senior Manager, Development
Salary Range: \$65,000/year
To apply: LivingDesert.org/about-us/careers/

Key Responsibilities:

- Fundraising
 - Annual Giving Program
 - Support the planning and implementation of a comprehensive annual giving program, that includes a spring and fall drive, designed to broaden the organization's base of support, and increase revenues. Strategies should include direct mail, email campaigns, social media campaigns and other innovative methods. Plan should address new donor acquisitions and retaining and upgrading annual givers to achieve progressively improving goals and meet objectives and standards of performance.
 - Monthly Giving Program
 - Support the planning and implementation of a comprehensive monthly giving program designed to broaden the organization's base of support and increase revenues. Plan should address new donor acquisitions.
 - Donor Recognition Program
 - Support the planning and implementation of a donor recognition program utilizing a variety of methods including benefits, events, and other efforts. Document touchpoint efforts. Work collaboratively with Senior Manager, Development and the Development staff.
 - Membership Development: Premium-Level Members
 - Collaborate with the Senior Manager, Development, the Membership Manager and other staff to build and strengthen membership programs and increase revenue through moving members to higher levels and increasing memberships. Capitalize on our 650,000 annual guests and the 400% increase in membership over the past three years.
 - Support the Senior Manager, Development, Marketing, and other departments to produce the Annual Impact Report.
- Overall Fund Development:
 - Steward and develop donors and prospects as assigned.
 - Conduct private tours for prospects and major donors.
 - Assist in and support efforts of the department as needed.



Black Rhino

Minimum qualifications and knowledge requirements:

- Principles and practices of effective fund development strategies
- Ability to read reports, gather and analyze data and compile information for written reports
- Exceptional interpersonal skills with the talent and the personality to work collaboratively, accept responsibility, and motivate colleagues, volunteers, and donors
- Perform duties with a high degree of independence
- Strong verbal and written skills to communicate clearly and persuasively
- Strong computer skills including hardware and software programs including Word, Outlook, Excel, and fundraising software (preference given to DonorPerfect and CRM).
- Budgeting processes preferred
- Commitment to the mission of The Living Desert – desert conservation through preservation, education, and appreciation
- Contributes to desert conservation through reduction of waste, water and energy use, and inspiring guests and team members to take conservation actions
- Ability to serve in supervisory positions, as needed, including Manager on Duty rotation.

Specific Skills Required:

Prior background should include proven ability to work with others in a fast-paced environment; must be an excellent communicator, both verbally and in writing; proven ability to deal appropriately with individuals from a wide range of backgrounds and experiences; well-versed in the basics of fund development; fully proficient working knowledge of fundraising database programs, and Microsoft Office applications (Word, Excel, etc.).

Bachelor's degree preferred and minimum five years' experience in development work or comparable sales/marketing experience. Prior experience in annual giving, event management and donor relations is highly desirable. Will substitute applicable experience for part or all the education requirements.

Must provide proof of vaccination from COVID-19 including booster if eligible.

Working Conditions:

PHYSICAL EFFORT: Occasional standing, walking, bending, twisting, climbing, crawling, kneeling, reaching motions.

DISCOMFORT/RISKS: Occasional exposure to extreme heat, chemicals, and dust/airborne materials.

HOLIDAY/EVENING WORK: Occasional evening, weekend, and holiday work including department events, WildLights, Howl-o-ween, and Glow in the Park.

TRAVEL: Some travel may be necessary to attend local events within the Coachella Valley, as well as occasionally outside of the Coachella Valley. e.g., to assist with cultivation receptions.

OTHER: Must hold a valid California driver's license and be insurable on The Living Desert's automobile policy.